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# Example of Controller Accounting Job Description

Our company is looking for a controller accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for controller accounting

* Lead team of direct reports (Managers and Associates) to support and balance multiple client needs
* Responsible for effective management of team of six HKS accounting Exempt and Non-Exempt staff including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
* Establish and implement short and long range organizational goals, strategic plans, policies and operating procedures
* Develop implement and monitor accounting control processes and procedures that ensure compliance with University and HKS policies and procedures
* Advises HKS leadership on all aspects of financial matters including regulatory and compliance issues
* Manages administration of HKS payroll and accounts payable, accounts receivable, expense report and other reimbursement processing
* Maintains School’s chart of accounts
* Actively represents HKS at the University level in development of new financial systems and reporting capabilities and designs and manages their local implementation
* Furnishes internal reports, revises and updates reports to be more useful and efficient as necessary
* Ensures financial compliance with University policy and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

## Qualifications for controller accounting

* Bachelor degree with major in Finance and Accounting
* Must have combined work experience for at least 5 years in Finance Environment of Large or Multinational Companies, or any of the Big Four Audit Firms
* Above 5 years related work experience in cost controlling/analysing and reporting
* Knowledge of principles, procedures and standards vital for accounting and auditing
* Possesses initiative and able to work under pressure
* Goal oriented individual and nalytical